

Assurance Council



MINUTES

8/4/10

10:30

REQ ROOM

MEETING CALLED BY Bruce Chrisman

TYPE OF MEETING Fermilab Assurance Council

FACILITATOR Bob Grant

NOTE TAKER M. Tolian

ATTENDEES

B. Chrisman
V. White
N. Grossman

B. Grant
D. Carlson
T. Miller

A. Filak
K. Van Vreede
J. Cotton

B. Boroski
R. Ortgiesen

Agenda topics

- Polling of Members for Management Issues
- Review Current List of Management Issues
- Discuss DOE CAS Peer Review Schedule and Preparation
- Other Business

DISCUSSION

Management issues –

N. Grossman - Regarding environmental liabilities & the annual assurance letter, should the Lab at least reference the cleaning of the site in the assurance letter? It was decided that the wording of the letter should be reviewed and, if necessary, to include a very minimal statement.

List of Management Issues –

Bob went through a list of management issues that were taken from the meeting minutes of prior Assurance Council Meetings, and went through them to see which issues might still be open, and which can be considered closed.

DOE CAS Peer Review Schedule & Preparation –

The date that has been given to the Lab for the first review is August, 2011. The BOD is setting up a new committee for Contractor Assurance to improve communication between the FSO, the Lab and contractor. Talk followed about getting feedback from other labs after their reviews are over.

The consequence of a poor review could potentially be a lowered grade of the Lab and a possible non-renewal of the Contract.

There are specific lines of inquiry, much like the charter from the current process.

Jeff Cotton presented an Excel workbook on the CAS Implementation schedule that had been developed after discussions with B. Grant, B. Chrisman & E. Vokoun prior to the meeting, and discussions followed on several points and Action Items. At this point in time, #9, the Comprehensive Assessment Manual only includes 5 of the 10 management systems, but is being modified to include all. Talked about the term “benchmarking” and how informal benchmarking is being done all the time – be aware of how often it’s being done so credit can be taken for it.

Some lengthy discussion about what needs to be done in order to receive a favorable rating from the BOD on the CAS review for the first pass in 2011. Must have a good plan and show progress toward that plan.

Other Business –

Steve Holmes will no longer be an Assurance Council Member. Stuart Henderson to replace him.

ITEMS FOR FOLLOW-UP

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:
http://www.fnal.gov/directorate/OQBP/ac_2010.html